

DEPARTMENT OF TRANSPORTATION

DIVISION OF CONSTRUCTION

DISTRICT XX

ADDRESS

CITY, STATE ZIP

PHONE XXX-XXX-XXXX

FAX XXX-XXX-XXXX

TTY 711

www.dot.ca.gov



Making Conservation
a California Way of Life.

FINAL NOTICE OF PAYROLL RECORD DISCREPANCIES

[Date]

[Certified or Overnight Mail Number]

[Prime Contractor's Name]

[Address]

[City, ST ZIP]

Re: [Contract Number]

Payroll record discrepancies identified for work performed during the month of [Month] have not been corrected. The California Department of Transportation (Caltrans) sent a request for corrected records to your office by [Mail or Electronic Mail] on [Date of Other Documents or Information Required addendum]. Based on an audit of available payrolls and contract records, we have determined that [Number] employees who performed work [for subcontractor, if applicable] on the above-referenced contract were not compensated at the appropriate prevailing wages. We have enumerated wage violations, including potential penalties, on the attached CEM-2506, "Labor Compliance—Wage Violation," spreadsheets:

Straight Time Wages	\$0.00
Due	
Overtime Wages Due	\$0.00
Straight Time Penalties	\$0.00
Overtime Penalties	\$0.00
Total:	\$0.00

Please provide a supplemental certified payroll, including a signed statement of compliance and a copy of the front and back of the canceled checks, to the above address. If Caltrans does not receive the requested documents within 10 days from receipt of this letter, we will forward a wage violation case to the Division of Construction Labor Compliance Unit and submit a request for forfeiture approval to the California Department of Industrial Relations. In addition, failure to comply with this request will result in a withhold from the next payment estimate.

Mr./Ms./Honorable Full Name
Date
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If you have questions, please contact [[Labor Compliance Officer's Name](#)] at [[Phone Number](#)].

Sincerely,

[[NAME IN ALL CAPS](#)]
(District # or Region Labor Compliance Manager or Officer)

c: [[Name, Title, Office](#)]
(These names appear on the original letter and all copies of the original letter.
Anyone mentioned in the body of the letters should be listed in the copies.)

Attachment [[Other Documents or Information Required addendum](#)]